

**EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET – TV, HONOLULU, HI
October 1, 2008 – September 30, 2009**

FULL-TIME POSITIONS FILLED

Full Time Position	Position Title	Date Open	Date Filled	Recruitment Sources	Number Interviewed	Number Hired
1 FT position	Administrative Assistant	06/19/08	10/01/08	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly pbshawaii.org Island Weekly Honolulu Star-Bulletin Monster.com Internal posting	3 0 0 1 0 0 0 1 1	1 0 0 0 0 0 0 0 0
2 FT position	Development Assistant	09/10/08	11/03/08, 11/20/08	The Honolulu Advertiser Careerbuilder.com Career Builder Weekly pbshawaii.org Island Weekly Referral	1 1 0 1 0 1	0 0 0 1 0 1
1 FT position	Development Assistant	06/19/09	08/03/09	pbshawaii.org Craigslislist.org Referral	0 2 1	0 0 1
1 FT position	Communications Assistant	07/22/09	09/16/09	Careerbuilder.com Career Builder Weekly pbshawaii.org Craigslislist.org Referral	5 0 0 0 1	1 0 0 0 0

Information Regarding Recruitment Sources Contacted for Full-Time Vacancies

Recruitment Source	Contact	Total Interviewed	Total Hired	Entitled to Notification
Careerbuilder.com (coordinated through The Honolulu Advertiser – see below)	Valerie Parker 808-521-9111	6	1	N
Career Builder Weekly (coordinated through The Honolulu Advertiser – see below)	Valerie Parker 808-521-9111	0	0	N
Craigslist.org	n/a	2	0	N
The Honolulu Advertiser 605 Kapiolani Boulevard Honolulu, HI 96813	Valerie Parker 808-521-9111	4	1	N
Honolulu Star-Bulletin 500 Ala Moana Boulevard Honolulu, HI 96813	Mina Kim 808-529-4700	0	0	N
Internal station information	Dana Funai 808-973-1000	1	0	N
Island Weekly 605 Kapiolani Boulevard Honolulu, HI 96813	Valerie Parker 808-521-9111	0	0	N
Monster.com (coordinated through Honolulu Star-Bulletin – see above)	Mina Kim 808-529-4700	1	0	N
www.pbshawaii.org PBS Hawaii 2350 Dole Street Honolulu, HI 96822	Dana Funai 973-1000	2	1	N
Referral	n/a	3	2	N

Long-Term Prong 3 Initiatives

Long-Term Initiatives Two Year Period: October 1, 2008- September 30, 2010

Reporting Period: October 1, 2008 – September 30, 2009

1. *Participation in job fairs by station personnel who have substantial responsibility in making hiring decisions*
The Human Resources Manager participated in a job fair at Honolulu Community College on April 15, 2009. Applications, program guides, and informational flyers were distributed. Participation in future job fairs is being planned.

2. *Establishment of a mentoring program for station personnel.*
The Production Manager and Crew Chief continuously strive to train student technicians in all areas of productions including floor management, set construction, remote production techniques, and the operation of production equipment. As active participants within the Production Department, the students are given the opportunity to participate in live tapings and continually increase their knowledge and skill set.

The station tapes two to three local productions per week and these productions continue to provide a rich learning environment for student technicians. Currently, 21 student technicians participate in weekly live tapings, as well as shoots on the neighbor islands, all under the guidance of veteran, highly-skilled full-time staff.

3. *Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*
All managers attend Hawaii Employer Council's Supervisory/Management Training Workshops which cover topics including: basic employment law, harassment avoidance, and best practices for interviewing applicants. New managers attended multiple workshops in October, 2008. The Hawaii Employer Council (HEC) is located at 2862 Waiwai Loop, Honolulu, HI 96819. Most of the workshops, which are held at HEC's facilities, are half or all day events. In addition to the listening to presentations given by qualified human resources professionals, information is reinforced by reference materials distributed at the workshops.

4. *Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment*
PBS Hawaii has an internship program in which individuals are able to gain practical work experience within our Development and Community Relations departments.
 - Those who assist in the Development department experience first-hand what it takes to raise revenue for a non-profit, community supported television station. Program participants provide support with fund-raising activities such as direct mail premium fulfillment, bulk mail preparation, member acquisition, and clerical duties. Both students and community members assist the Development department, with an average of six individuals per month involved in the opportunity to learn more about fund raising activities within a non-profit television station.
 - Interns within our Community Relations department support station promotions by assisting with the writing of press releases, promotion of special events, and website development.